



Administrative Services Department

Memorandum

To: Honorable Mayor Maso and City Council Members

Thru: George Purefoy, City Manager
Nell Lange, Assistant City Manager

From: Tom Johnston, Director of Administrative Services

Date: May 11, 2010

Subject: Consider and Act Upon Award of RFP #1010-006, Enterprise Discovery of Electronic Records Software to Mimosa Systems, Inc. and Approval of a Resolution Authorizing the City Manager to Execute an Agreement for this Software and Services.

Action Requested: City Council award of RFP #1010-006, Enterprise Discovery of Electronic Records Software to Mimosa Systems, Inc. and approval of a resolution authorizing the City Manager to execute an agreement for this software and services, in the amount of \$80,616.

Background Information: Purchasing solicited RFP #1010-006, Enterprise Discovery of Electronic Records Software. Proposals were received on 11/19/09 from Anacomp, Inc., Carahsoft Technology Corporation, Computer Generated Solutions Inc., Mimosa Systems, Sigma Solutions, Qnet Information Services and X1 Technologies. Staff reviewed all of the proposals, requested demonstrations from the top four proposals submitted by Carahsoft Technology, Mimosa Systems, Sigma Solutions and X1 Technologies. Staff is recommending award to Mimosa Systems for the Enterprise Discovery of Electronic Records Software.

Board/ Citizen Input: N/A

Alternatives: City Council could choose not to approve this agreement, at this time.

Financial Considerations: Funding for is available through the City Secretary's Departmental operating budget.

Legal Review: Rebecca Brewer of Abernathy, Roeder, Boyd & Joplin has reviewed the agreement and approved as to form.

Supporting Documents: Department memo, resolution, agreement with implementation quote.